

BeachheadSecure® Email Encryption Software Installation

This software will run with a 30-day Free Trial license, after which it must be Activated.

Introduction

This document is a quick guide to downloading and installing the BeachheadSecure® Email Encryption Addin for the Classic Outlook desktop client. The installer is available in three different file formats.

- USER MSI files (install it using the correct msi installer depending on Outlook “bitness”)
- ADMIN EXE file (same file works for 32 bit and 64 bit Outlook)
- ADMIN MSI files (install it using the correct msi installer depending on Outlook “bitness”)

Instructions and download links for both are provided in the sections below.

We recommend using “USER MSI” to allow users to self-upgrade when a new version is released.

The ADMIN EXE file can automatically detect and install the correct package based on the “bitness” of the Outlook client (32 or 64 Bit) installed on the PC which may be different to the Windows Operating System “bitness”, HOWEVER it limits any future upgrades of the Addin to be performed only by an Administrator on the PC.

To use the MSI installers, you will need to first know the “bitness” of Outlook installed on the PC (32 or 64 Bit). The MSI can also be used for mass deployments where administrators are pushing out silent installs or with users having problems with the EXE (because they may have installed and uninstalled different versions of Outlook on the computer).

Using the Admin installer limits future upgrades to be performed only by Administrators on the PC.

Installation Using the Non-Admin USER MSI

STEP 1 Check the “Bitness” of Outlook installed on the PC (32bit or 64bit).

When using the MSI to install the software, please check and confirm the “bitness” of Outlook running on the PC before installing the Addin to avoid malfunctioning software!

>> 32bit or 64bit Outlook?

WARNING The classic Outlook client bitness can be different to the Windows OS bitness. Use the correct MSI when installing the **BeachheadSecure Email Encryption** Addin software.

How to verify the Outlook version on Windows PC:

- Open Outlook.
- Click on File.
- Navigate down to Office Account.
- Click on About Outlook , then see the “bitness” on the top-right of the window:

About Microsoft® Outlook® for Microsoft 365

Microsoft® Outlook® for Microsoft 365 MSO (Version 2203 Build 16.0.15028.20152) **32-bit**

STEP 2 Download the correct USER MSI Installer file:

32 bit: https://customer_resources.s3.us-east-1.amazonaws.com/BeachheadSecure_v1/non_admin/BeachheadSecureEmailEncryption_x86.msi

64 bit: https://customer_resources.s3.us-east-1.amazonaws.com/BeachheadSecure_v1/non_admin/BeachheadSecureEmailEncryption_x64.msi

STEP 3 Close Outlook prior to installing the Addin software.

STEP 4 Install the software application on the PC.

STEP 5 Complete the Post Installation Task as described below.

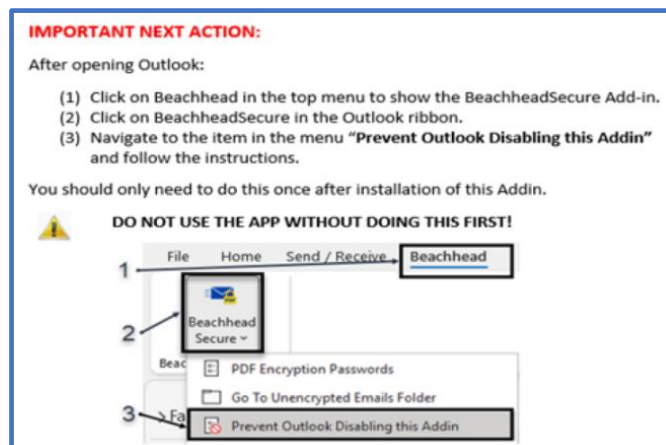
IMPORTANT: Post Installation Task

- The app will install as an Addin to Outlook
- After installation, be sure to **set Outlook to prevent disabling this Addin**

To accomplish this:

STEP 1 Open the Beachhead Addin software in Microsoft Outlook:

- After installation, open the **Beachhead** app in Outlook
- Navigate down the menu and click on **Prevent Outlook Disabling this Addin**
- Windows File Explorer will open the batch file folder on the drive



STEP 2 Run the batch file for the version of Outlook running on the PC to set the registry on the PC

(Right-click on the appropriate batch file and double-click to run it).

Installations Using the Admin EXE

Installation requires Administrator permissions to install software and execute batch scripts.

STEP 1 Download the ADMIN EXE to install:

https://customer_resources.s3.amazonaws.com/BeachheadSecure_v1/BeachheadSecureEmailEncryption.exe

The EXE will automatically detect the correct “bitness” of Outlook to install the correct package.

STEP 2 Close Outlook prior to installing the Addin software.

STEP 3 Install the software on the PC (Right click on the .exe file and click **Run as Administrator**).

STEP 4 Open Outlook.

STEP 5 Run the batch file to prevent Outlook from disabling the Addin ([read next section](#)).

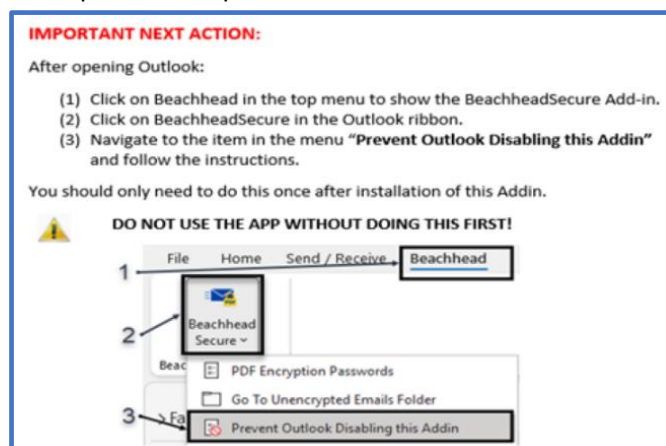
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- The app will install as an Addin to Outlook.
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To accomplish this:

STEP 1 Open the Beachhead Addin software in Microsoft Outlook:

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STEP 2 Run the batch file for the version of Outlook running on the PC to set the registry on the PC (Right-click on the appropriate batch file and select/click **Run as Administrator**).

Installations Using the Admin MSI files

Installation requires Administrator permissions to install software and execute batch scripts.

STEP 1 Check for the “Bitness” of Outlook installed on the PC (32bit or 64bit).

When using the MSI to install the software, please check and confirm the “bitness” of Outlook running on the PC before installing the software!

[>> 32bit or 64bit Outlook?](#)

WARNING The Outlook bitness can be different to the Windows OS bitness. Always use the correct MSI when installing the **BeachheadSecure Email Encryption** software on user computers.

How to verify the Outlook version on Windows PC:

- Open Outlook.
- Click on File.
- Navigate down to Office Account.
- Click on About Outlook , then see the “bitness” on the top of the window:

About Microsoft® Outlook® for Microsoft 365

Microsoft® Outlook® for Microsoft 365 MSO (Version 2203 Build 16.0.15028.20152) **32-bit**

STEP 2 Download the ADMIN MSI Installer

32 bit:

https://customer_resources.s3.amazonaws.com/BeachheadSecure_v1/BeachheadSecureEmailEncryption_x86.msi

64 bit:

https://customer_resources.s3.amazonaws.com/BeachheadSecure_v1/BeachheadSecureEmailEncryption_x64.msi

STEP 3 Close Outlook prior to installing the software

STEP 4 Install the software on the PC

STEP 5 Complete the Post Installation Task as detailed on page 2 above.

❖ Mass Deployment using the MSI files:

You can use Active Directory or your favourite software deployment tool to do silent mass installations of the product. The script should have the following elements:

- 1) Prompt and close Outlook
- 2) Command line to launch installer silently: **msiexec /i <path to msi file> /quiet**
- 3) Run Settings import
- 4) Run batch file to Prevent Outlook Disabling this Addin

Contact your Technical Support representative for guidance to complete a mass deployment.

Implementing Shared List

Implementing the use of a Shared List to maintain a single “master list” of recipient records can be easily enabled in the Settings Panel. The data file must reside on a network share which is accessible via a UNC path from all PCs where the Addin is installed. This path must be added in the Settings Panel of Addin on the PCs. The Shared is automatically synched to the PC each time Outlook is opened.

Only Administrators on PCs with permissions to add or edit records can maintain the Shared List.

3 Good Reasons to use a Shared List:

- (1) Multiple people in the organisation email the same recipient.
- (2) Sensitive personal information is used as the password to encrypt the **Secure PDF** file.
- (3) Minimise the need for users to add records for recipients and the use of different password standards by sender for the recipient’s **Secure PDF** file(s).

Contact your Technical Support representative to complete the implementation of a Shared List.

Not Supported and Limitations

Installations on the following operating environments are NOT possible and NOT supported.

- iOS or Android mobile devices
- MacOS
- Linux
- Webmail, web clients and Outlook for Web (New Outlook)
- IMAP Accounts (possible but not officially supported)

This software operates inside the Microsoft Classic Outlook client on Windows 10/11 PCs only.

Note: Password encrypted PDFs containing any file attachments should be downloaded on the device first and opened using Adobe Acrobat Reader to view attachments files. A web view cannot display attachment files contain inside a Secure PDF Envelope and will therefore limit access to any attachment files inside the PDF.